

1. The first step is to identify the problem or question that needs to be addressed. This involves understanding the context and the specific requirements of the task.

2. The second step is to gather relevant information and resources. This may involve researching the problem, consulting with experts, or collecting data.

3. The third step is to develop a plan or strategy to solve the problem. This involves breaking down the problem into smaller, manageable parts and determining the best approach to tackle each part.

4. The fourth step is to implement the plan. This involves putting the strategy into action and monitoring progress as you go.

5. The fifth step is to evaluate the results. This involves comparing the actual outcomes with the expected results and identifying any areas for improvement.

6. The sixth step is to communicate the findings. This involves sharing the results of the process with others who may be interested or affected by the outcome.

7. The seventh step is to reflect on the process. This involves thinking about what worked well, what didn't, and how the process could be improved for next time.

8. The eighth step is to document the process. This involves creating a record of the steps taken, the information gathered, and the results achieved.

9. The ninth step is to review the process. This involves looking back at the entire process and considering whether it was effective and efficient.

10. The tenth step is to conclude the process. This involves finalizing the results and ensuring that all necessary actions have been taken.

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Class	Subclass	Date	Examiner

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